

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	06	Title: Loss Control – Theft, Damage

## 1. STANDARD

ISD will ensure that the method for reporting losses due to theft or criminal damage is consistent with the ADOA RISK Management Division requirements and is compliant with standard security procedures.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

To ensure those losses, due to theft or criminal damage, are properly reported and investigated.

### 1.3. Scope

Applies to all loss of ISD or state assets due to theft or criminal damage and the personnel who report them.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

All losses due to theft or criminal damage will be reported to management and Capitol Police. A copy of the Incident Report (Capitol Police) will be given to ISD Security. ISD Security will determine if a physical or logical security breach has taken place and act accordingly.

### 1.7. Implications

Personnel must be aware that there is a reporting structure to follow when a loss due to theft or criminal damage has occurred. Proper reporting will indicate what further steps are to be taken within the security arena.

### 1.8. References

### 1.9. Attachments

## 2. THEFT OR CRIMINAL DESTRUCTION REPORTING PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

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- 2.2.1. When theft of criminal damage to state assets occurs, the detecting individual will immediately report to his/her supervising manager. Capitol Police will be called, along with ISD Security for investigative purposes.
- 2.2.2. Capitol Police will provide a Case Number and Incident Report (the reporting entity will request this report). A copy of the Incident Report will be sent to ISD Security by the reporting entity.
- 2.2.3. The Capitol Police Case Number will be used when contact is made with the ADOA RISK Management Division concerning insurance replacement, etc.
- 2.2.4. Theft and Criminal Damage of State assets' reporting procedures will be disseminated to employee through the Security Awareness Program.

### 2.3. References

Section 6 (ISD Security), Sub-Section 1 (General Security Policy), Document 6 (Security Awareness).

### 2.4. Attachments

## 3. SECURITY LOSS CONTROL PROCEDURES

### 3.1. Summary of Procedure Changes

### 3.2. Procedure Details

- 3.2.1. Upon being informed of an incident, Security will assist the Capitol Police in the investigation of the incident.
- 3.2.2. Upon results of the investigation and receipt of the Incident Report, ISD Security will determine if a physical or logical security breach has taken place.
- 3.2.3. If a breach has taken place, procedures under Section 6 ISD (Security), Sub-Section 1 (General Security Policy), Document 7 (Security Breaches) will be followed.

### 3.3. References

### 3.4. Attachments